

MINUTES OF THE MEETING
OF THE
CHICOPEE HOUSING AUTHORITY
MARCH 9, 2011

The Members of the Chicopee Housing Authority meeting regular session on March 9, 2011 at 7 Valley View Court in the City of Chicopee, Massachusetts. The meeting was called to order by the Chairperson at 6:00 p.m. Upon roll call those present were as follows:

Present:	Bruce Socha	Absent: None
	Chester Szetela	
	Brian Hickey	
	Charles Swider	

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the regular meeting of the Members of the Chicopee Housing Authority will be held on March 9, 2011.

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on March 2, 2011 I filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director Patricia A. Murry, Finance Director Denis Vermette, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the minutes of the Meeting held on February 9, 2011 without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for all programs for the period ending January 31, 2011 which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the Treasurer's report as received.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to pay the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	66593 - 66731	\$572,547.77
SECTION 8	44670 - 44831	\$192,572.00

A tabulation of those bills to be paid is contained in the Member's folders.

Modernization Coordinator Robert Kachinski gave the following reports:

Stimulus Projects update:

All ARRA stimulus projects have been completed.

Other Modernization projects underway:

CABOT MANOR:

A contract has been signed with LPBA Architects to design the Cabot office/maintenance building roof replacement.

The bid documents to perform lead based paint abatement at Cabot are finalized. The work will be bid this spring so the work can be completed over the summer.

MEMORIAL:

The new door alarms have been installed on the building entry doors. They are working very well.

VALLEY VIEW:

A contract has been signed with Roy Brown Architects to design the Senior Center roof replacement.

FAIRHAVEN:

A contract has been signed with John Ciccariello & Associates to redesign The front and rear entrances to Fairhaven.

KIDA:

A contract has been signed with Bradley Architects, Inc. to design the Kida roof replacement.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the committee reports as received.

Update regarding the Dish and Direct TV surveys in order to determine viability of installing satellite service at CHA developments.

The above matter was tabled until it comes up again.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 5068

Whereas, the Associated Elevator Company has submitted a Certificate of Final Completion for the elevator upgrade work at Canterbury Arms Apartments. This is in accordance with the terms of the contract.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Associated Elevator Company for the completion of the elevator upgrade at Canterbury Apartments, Project MA 8-3.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Charles Swider and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela
Charles Swider
Brian Hickey
Bruce Socha

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an Application for Final Payment from Associated Elevator Companies, Inc. in the amount of \$14,616.95 for the elevator upgrade at Canterbury Arms Apartments. This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Board sent a letter on February 15, 2011 to Paul Theriault expressing appreciation for his years of service to the Authority. Mr. Theriault retired from the Housing Authority on January 31, 2011.

The firm of Hurley, O'Neill & Company, P.C. has submitted the audited financial statements for the CHA for the year ending June 30, 2010. This audit is a requirement under the Single Audit Act. Copies of the report were sent to HUD, DHCD, and the Mayor of the City of Chicopee. A copy of the report is included in the member's package.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve payment as requested above.

On March 7, 2011 a collection of proceeds from the laundry machines at developments equipped with Laundromats was completed by representatives from CHA and the Automatic Washing Machine Co. as follows:

LAUNDRY COLLECTION REPORT
DECEMBER 22, 2010 THROUGH March 7, 2011

State collections:	\$1,668.75
Minus Vendor sale of tokens	<u>- 600.00</u>
AUTHORITY'S SHARE	\$1,066.75
Federal collections:	\$2,354.50
AUTHORITY'S SHARE	\$1,166.25

The above mentioned funds were deposited into the appropriate accounts.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve the laundry collection report as submitted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 5069

Whereas, the Housing Authority staff has prepared a contract with Kittredge Advisors, LLC d/b/a PHI Inspections (PHI) to provide inspection services at the agreed upon rate schedule for the Housing Choice Voucher Program (Section 8) from March 1, 2011 to February 29, 2012 with two (2) one (1) year options to renew.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into an Agreement between the Housing Authority and Kittredge Advisors, LCC d/b/a PHI Inspections to provide inspection services at the agreed upon rate schedule for the Housing Choice Voucher Program (Section 8) from March 1, 2011 to February 29, 2012 with two (2) one (1) year options to renew.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Charles Swider and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela
Charles Swider
Brian Hickey
Bruce Socha

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

There being no further business to come before the Meeting, therefore upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously vote to adjourn at 6:30 p.m. The next meeting scheduled is the Annual Meeting and will be held on Wednesday, April 13, 2011 at 6:00 p.m.

ATTEST:

CARMEN M. ESTRADA, RECORDING SECRETARY